

PERSONNEL BOARD MEETING Friday, February 27, 2009 City Commission Chambers MIAMI BEACH CITY HALL A G E N D A

- 1. Introduction of New Employee Member Glassome Wint
- 2. Approval of Minutes December 19, 2008 Personnel Board Meeting
- 3. Review Nomination Forms for City Special Awards
- 4. Classified Performance Evaluations Review past due performance evaluation reports for Classified and Unclassified Employees
- 5. Update on City's Classification and Compensation Study
- 6. New Business
 - March 2, 2009 City Commission Workshop



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PERSONNEL BOARD MINTUES OF THE MEETING OF DECEMBER 19, 2008

Attending:

David Alschuler Vice Chairperson
Michael Perlmutter Associate Member
Zalman Bacheikov Associate Member
Bunny Patchen Associate Member

Evette Phillips Employee Member
Renato Sejas Employee Member

Ramiro Inguanzo Secretary

Absent:

Elsa Urquiza Chairperson

ITEM 1 – Approval of minutes.

David Alschuler, Vice Chairperson convened the Personnel Board meeting at 9:08 a.m.

Upon motion by Michael Perlmutter, Associate Member, and seconded by Renato Sejas, Employee Member, the minutes of the October 17, 2008 Personnel Board meeting were approved.

ITEM 2 - Discussion regarding City Awards.

Ramiro Inguanzo, Secretary shared with the Board members the process for this year's nominations for the City Special Awards. Nomination forms would be sent to employees with payroll early in January giving them until February 23, 2009 to submit nominations. The Board agreed to meet on February 27, 2009 to review nominations received. The ceremony will be taking place on March 26, 2009 in conjunction with the City's Birthday celebration.

ITEM 3 – Classified performance evaluations - the request from Personnel Board Members for Department Directors with more than 10% or with 10 or more past due performance evaluations to appear before the Board.

The Board continued to note improvements made throughout all City Departments on past due performance evaluations. David Alschuler, Vice Chairperson, recognized the continuing efforts made by all the departments

With all in favor, the meeting was adjourned at 9:33 a.m.

Ramiro Inguanzo, Secretary

City of Miami	Beach Class		rmance Eval ry 2009 Statis		tus Report Compa	arison	
Department	Total Past Due 60 days:	%age	Total Past Due 30 days:	%age	Total Current	%age	Total <i>Classified</i> Employees:
Building	1	2.08%	2	4.17%	45	93.75%	48
Budget & Perform. Improvement	0 .	NA	0	NA	0	NA	0
Capital Improvement Project	0	0.00%	0	0.00%	4	100.00%	4
City Attorney	0	NA	0	NA	0	NA	0
City Clerk	2	33.33%	0	0.00%	4	66.67%	6
City Manager	0	NA	0	NA	0	NA	0
Code Compliance	1	2.70%	0	0.00%	36	97.30%	37
Communications	0	N/A	0	N/A	0	N/A	0
Real Estate, Housing & Comm. Dev.	1	50.00%	0	0.00%	1	50.00%	2
Finance	0	0.00%	0	0.00%	8	100.00%	8
Fire	16	14.00%	12	4.29%	252	90.00%	280
Fleet Management	1	6.25%	0	0.00%	15	93.75%	16
Human Resources	0	0.00%	1	12.50%	7	87.50%	8
Information Technology	0	0.00%	0	0.00%	2	100.00%	2
Mayor & Commission	0	NA	0	NA	0	NA	0
Parking	1	1.08%	1	1.08%	91	97.85%	93
Parks & Recreation	14	5.71%	11	4.49%	220	89.80%	245
Planning	1	33.33%	0	0.00%	2	66.67%	3
Police	6	1.22%	7	1.42%	479	97.36%	492
Procurement	0	0.00%	0	0.00%	1	100.00%	1
Public Works	1	0.34%	3	1.03%	286	98.62%	290
Tourism & Cultural Development	1.	25.00%	14.4	25.00%	2	50.00%	.4
Total February 2009 Statistics	46	2.99%	38	2.47%	1455	94.54%	1539

City of Miami Beach Performance Evaluations Status Report Citywide Comparison February 2009Statistics										
Department	Total Past Due 60 days:	%age	Total Past Due 30 days:	%age	Total Current	%age	Total <i>Citywide</i> Employees:			
Building	1	1.54%	2	3.08%	62	95.38%	65			
Budget & Perform. Improvement	3	20.00%	0	0.00%	12	80.00%	15			
Capital Improvement Project	2	7.69%	1	3.85%	23	88.46%	26			
City Attorney	18	90.00%	1	5.00%	1	5.00%	20			
City Clerk	2	12.50%	0	0.00%	14	87.50%	16			
City Manager	4	25.00%	1	6.25%	11	68.75%	16			
Code Compliance	1	2.38%	0	0.00%	41	97.62%	42			
Communications	1	20.00%	0	0.00%	4	80.00%	5			
Real Estate, Housing & Comm. Dev.	5	23.81%	1	4.76%	15	71.43%	21			
Finance	4	0.04%	1	2.86%	30	85.71%	35			
Fire	17	5.72%	12	4.04%	268	90.24%	297			
Fleet Management	2	10.00%	0	0.00%	18	90.00%	20			
Human Resources	0	0.00%	2	9.52%	19	90.48%	21			
Information Technology	4	9.30%	5	11.63%	34	79.07%	43			
Mayor & Commission	0	0.00%	0	0.00%	12	100.00%	12			
Parking	1	0.93%	2	1.85%	105	97.22%	108			
Parks & Recreation	18	6.84%	13	4.94%	232	88.21%	263			
Planning	8	33.33%	1	4.17%	15	62.50%	24			
Police	6	1.15%	8	1.54%	506	97.31%	520			
Procurement	2	22.22%	0	0.00%	7	77.78%	9			
Public Works	2	0.62%	3	0.93%	318	98.45%	323			
Tourism & Cultural Development	1	6.67%	1	6.67%	13	86.67%	15			
Total February 2009 Statistics	102	5.32%	54	2.82%	1760	91.86%	1916			